

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources		
SUBJECT:	Employee Recognition		
POLICY NUMBER:	C 21		
CROSS REFERENCE:			
NEW \ REVISED			
Board of Governors	Administrative Services Committee	Academic Council	Common Issues
Date: September 26, 2013	Date: September 16, 2013	Date:	Date:

POLICY STATEMENT

Olds College recognizes that employees are the drivers to the College's future. The College acknowledges the dedication and loyalty of employees with long service and commends them for this service. The College also recognizes the service contributions of employees who retire or decide to leave the College.

SPECIFIC GUIDELINES

Long Service Awards

Long service awards will be presented at an Annual College Recognition Event. All College staff, their family members and friends as well as appropriate community members will be invited to attend. This event will be presided over by the President and the Board Chair. Awards to be presented may include Years of Service Recognition, Retirement, and other such recognitions as the College deems appropriate. Annually, the College will hold an event to recognize employees with long service.

Service Recognition

The College, through the Department/School, will contribute an amount toward the recognition of an employee who is retiring or leaving the College. The amount of the College's contribution will be based on the length of service at the College as outlined in the Procedures for Employee Recognition.

The amount of departmental contribution for service recognition is outlined in the Procedures for Employee Recognition. The Human Resources department will review the procedures on an annual basis and apprise Common Issues of recommended changes. The Human Resources department will be responsible for the design, distribution and supply of necessary websites, forms and procedural directions pertaining to Long Service Awards and Service Recognition.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Director, Human Resources. This policy will be reviewed at least every five years.

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

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NEW \ REVISED

Common Issues	VPSS	VPAR
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	August 21, 2013	
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LONG SERVICE AWARDS

This gift acknowledges employees' length of service with Olds College upon the completion of five years of continuous service and, thereafter at each five year interval of service.

1. Service recognition in the form of a gift will be given to employees at each five year interval of service.
2. Retirement awards will be presented to retiring employees in recognition and appreciation of their dedication, loyalty and past service.
3. Human Resources will be responsible for the establishment of appropriate awards for each category of service and will work to assure cost effective annual purchasing of same.
4. Human Resources will be responsible for maintaining accurate employee service records and assisting with the organization of the presentation of all service awards. Service awards will be given to employees individually at an annual College Recognition Event.
5. Temporary, part-time and contract employees will also be recognized as and when their service totals 5, 10, 15, 20, 25, 30, 35 or more years. Human Resources records of time sheets will provide and confirm these totals.
6. Employees who are in receipt of long-term disability benefits from the College's group insurance provider and who maintain their contributions to the pension and benefit plan through the period of their disability, will be entitled to receive service recognition awards.

SERVICE RECOGNITION

Upon retirement or resignation, this gift acknowledges employees' contribution to Olds College during the term of their employment.

- 1) The amount of the College's contribution will be based on the length of service at the College as outlined in Number 2 below. The College contributions toward a gift and/or an event organized for an employee are subject to budget and operational considerations, but will normally be as follows:
 - a) For employees with less than ten years service, a gift and/or event valued up to \$100.00;
 - b) For employees with ten to fourteen years service, a gift and/or event valued up to \$150.00;
 - c) For employees with fifteen to twenty years service, a gift and/or event valued up to \$200.00;
 - d) For employees with greater than twenty years service, a gift and/or event valued up to \$250.00.
- 2) The Canada Revenue Agency classifies gift cards as remuneration because they can be easily converted to cash. Payroll must be advised if a gift card is purchased such that the amount of the gift card can be reflected as a taxable benefit to the recipient.
- 3) The gift and/or event organized to honour the employee in recognition of his/her service will be arranged by the Department/School of the employee and all costs will be paid by the Department/School.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Director, Human Resources. These procedures will be reviewed at least every five years.